

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Legal Secretary II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Requires highest skill and knowledge level for legal secretarial work. Requires performance of complex and advanced legal secretarial work, which also occasionally involves administrative duties in various subject matter areas. Requires comprehensive knowledge of legal office practices, City departmental functions and organization, City ordinances and regulations, and legal terminology and procedures generally. Also requires performance of all duties and functions of the Legal Secretary I classification.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs all duties and functions of the Legal Secretary I classification
2	L	Depending upon assignment, and under the supervision of the City Attorney, Deputies, Assistants or, occasionally, other senior staff, organizes trial schedule for appeals of City criminal (misdemeanor) cases. Maintains claim and litigation records concerning all claims and suits filed against the City or by the City in federal and state courts (including both courts not of record and of record). Performs basic general paralegal-type tasks (assisting Deputies and Assistants in rendering legal services and preparing for trials), such as: reviewing files to identify necessary witnesses; preparing subpoenas; scheduling discovery and general pre-trial procedures; retaining necessary professionals (e.g., court reporters); and generally assembling litigation materials for trial attorneys.
3	S	Depending upon assignment, under supervision as described above, assists attorneys in preparing and filing various legal instruments in all courts (e.g., motions for judgment, warrants in debt; interrogatories and show cause summonses, notices of lien, garnishments, and garnishment dispositions; notices of satisfaction of judgments; and orders to vacate judgments).
4	S	Depending upon assignment, under supervision as described above, assists attorneys in preparing a variety of legal instruments outside the context of litigation (e.g., opinions, ordinances, resolutions, and agreements).
5	S	Depending upon assignment, under supervision as described above, assists with legal debt collection, delinquent tax suits, real estate matters and the maintenance of installment plans on deferred payment loans.. Also assists in training City collection coordinators in pre-judgment collections, bankruptcies, court procedures and post-judgment collections..

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	High School graduate or equivalent; specific vocational, administrative, or technical knowledge obtainable through six months to one year of advanced study or training past the high school level (through either city in-house training or an outside educational institution).
Experience	Five years of increasingly responsible and effective legal secretarial work in the areas encompassed within the duties and functions described above.
Certifications and Other Requirements	No specific certification requirements.
Reading	Work requires ability to read legal documents, instructions, reports and code books.
Math	Ability to perform general and business math calculations in a municipal legal/business context (e.g., computing figures for real estate closings; balancing figures for budget related ordinances; balancing figures on deferred payment loans; and calculating interest on loans and judgments).
Writing	Ability to compose initial drafts of general municipal legal/business office correspondence of all types, such as: letters, reports, memoranda, opinions, ordinances, resolutions, agreements and pleadings. Work at this level is advanced and requires knowledge of legal terminology and formats of all legal documents, including trial and appellate briefs and citation forms.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	No responsibility for the direct supervision of others. May occasionally, informally train or guide junior staff in some subject matter areas or on departmental automated systems.
Complexity	Work requires some analysis, judgment and the exercise of some independent thinking on occasion, and under supervision, within the limits of departmental policies, in accomplishing diversified duties and functions.
Interpersonal / Human Relations Skills	Contacts and works with many others in positions of lesser and greater responsibility within the City and outside it, including: members of similar departments within the City; members of similar private organizations; and members of various state and federal agencies.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At copier, fax machine; while assisting co-workers.
Sitting	F	Computer, desk work, answering telephone, meetings.
Walking	F	Within the office, throughout the building, to the Courts, and at times the School Administration Building.
Lifting	F	files; boxes; books; and office supplies.
Carrying	F	files; boxes; books; and office supplies.
Pushing/Pulling	O	Filing cabinet drawers, file room shelving units, boxes; codebooks; and office supplies.
Reaching	O	files, records, boxes; books; and office supplies.
Handling	O	files; boxes; books; and office supplies.
Fine Dexterity	C	Computer keyboard and mouse; Dictaphone, typewriter; handling office equipment generally, e.g., calculator; hole punch, etc.
Kneeling	O	Filing.
Crouching	R	Filing.
Crawling	N	Filing.
Bending	O	Filing.
Twisting	F	To/from computer and telephone.
Climbing	F	Stairways to save time for hand-deliveries and locating available copying machines.
Balancing	O	On stairs.
Vision	C	Computer monitor, reading, filing, writing.
Hearing	C	Communicating with other city personnel and general public on phone and in person and using Dictaphone..
Talking	F	Communicating with other city personnel and general public, in person and on telephone.
Foot Controls	R	Dictaphone.
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Dictaphone, copy machine, fax machine, telephone, general office supplies, scanner, printers, computer, standard Microsoft Windows and Office software, Internet, Acrobat Reader, Docket Tracking System, Bound View software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)